

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy
Statement on Reverse Side

STD. 262 (REV. 7/2005)

Page 1 of 1 Pages

CLAIMANT'S NAME LAURA N. CHICK		SSN or EMPLOYEE NUMBER*		DEPARTMENT Planning & Research	
POSITION Inspector General		CB/ID No. Exempt	DIVISION or BUREAU Governor's Office		INDEX NUMBER 226
RESIDENCE ADDRESS*			HEADQUARTERS ADDRESS 1400 Tenth Street		TELEPHONE NUMBER
CITY	STATE	ZIP	CITY	STATE	ZIP
			Sacramento	CA	95814

(1) MONTH/YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE			
											MILES	AMOUNT		
12/7	16:30	San Francisco				18.00								18.00
12/8	19:30	SF-LA		6.00	10.00			196.20	A	37.00				249.20
(10) SUBTOTALS				6.00	10.00	18.00		196.20		37.00				267.20
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

267.20

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)		(12) NORMAL WORK HOURS	
		(13) PRIVATE VEHICLE LICENSE NUMBER	
		(14) MILEAGE RATE CLAIMED 0.55	
(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle seat belt usage.		AGENCY ACCOUNTING OFFICE USE ONLY PAID BY REVOLVING FUND CHECK NUMBER	
CLAIMANT'S SIGNATURE 12-A-09	DATE	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)		DATE	

Comp # T 66WBS



Reservation complete: See details below

Your ticket(s) have been issued as an **E-Ticket**

Your e-ticket was issued

- You will receive a confirmation email in a few minutes
- [Check in for your flight online](#)
You may check in within 24 hours of your scheduled flight departure. Check-in closes 45 minutes before scheduled departure time for flights within the U.S., Puerto Rico and the U.S. Virgin Islands and 1 hour before scheduled departure time for international flights
- View the [Traveler guide](#) to learn about itinerary changes, travel tips, meal and entertainment offerings

Your confirmation number is T66WBS

[EasyCheck-in Online](#)

Flight information

Tue, Dec 08, 2009 - San Francisco, CA ([SFO](#)) to Los Angeles, CA ([LAX](#))

United 0888	Depart: SFO	Non-stop	Fare basis code:	Seats: 15A
	10:41 AM	1h 34m	LA14QS	Download to calendar
	Arrive: LAX	320	Booking class: L	
	12:15 PM	337 miles traveled	Economy	
			337 Award miles	
			No Meal Service	

Tue, Dec 08, 2009 - Los Angeles, CA ([LAX](#)) to Sacramento, CA ([SMF](#))

United 6491	Depart: LAX	Non-stop	Fare basis code:	Seats: 04A
Operated by:	5:32 PM	1h 22m	VA7KN	Download to calendar
United	Arrive: SMF	0RJ	Booking class: V	
Express/skywest Airlines	6:54 PM	373 miles traveled	Economy	
			373 Award miles	
			No Meal Service	

Penalty

CXL BY FLT TIME OR NOVALUENONREF/CHGFEEPLUSFAREDIF/

[View ticket price breakdown](#) | [Fare rules](#)

Additional information: Check-in information

Please note that valid, government-issued photo identification must be presented at check-in.

[View printable e-receipt](#) [Create new itinerary](#) [EasyUpdate](#) [Flight paging alert](#)

Passenger(s)

Name	LAURA NEWMAN MS CHICK	Flight	Seat
Type	Adult	0888	15A
Mileage Plus number	XXXXXXXXXX	6491	04A
Email	PATTI.WILLIAMS@INSPECTORGENERAL.CA.GOV		
Phone			

Purchase summary**Ticket price**

Credit card:	t number T66WBS	196.20 USD
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Total: 196.20 USD

Billing / Delivery information

LAURA N CHICK
1400 10TH STREET
SACRAMENTO CA 95814
USA

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Kuleto's Italian Restaurant
Bar Nordini
221 Powell Street
San Francisco, CA 94102
415-397-7720

Server: Michael · DOB: 12/07/2009
09:21 PM 12/07/2009
Table 40/1 3/30085

M/C 3145789
Card #XXXXXXXXXX2269
Magnetic card present: CHICK LAURA N
Approval: 80942Z

Amount: 43.01

+ Tip: 8

= Total: 51.01

X /
Approval: 80942Z

Customer Copy

HMSHost
Starbucks T8
Los Angeles Int'l Airport

7630 MELISSA

CHK 8966 DEC08'09 4:31PM GST 1

1 PIKE PLACE TAL 1.95
1 LEMON LOAF 2.60

Subtotal 4.55

Tax 0.44

Amt Paid 4.99

XXXXXXXXXXXXXXXXX9 XX/XX

MASTERCARD A1 5* 4.99



San Francisco Intl Airport
San Francisco, CA 94128
(650) 821-0608

PEET'S 72

Date: Dec08'09 10:03AM
Card Type: MASTERCARD
Acct #: XXXXXXXXXXXXX
Trans Key: AIA002517858193
Exp Date: XX/XX
Auth Code: 60679Z
Check: 4068
Server: 110 JESSICA

Subtotal: 7.48

GRATUITY

TOTAL

SIGNATURE

I agree to pay above total
according to my card issuer
agreement.

* * * CUSTOMER COPY *

SALE

PS FOOD
PO BOX 67373
LOS ANGELES, CA 90048
310-553-8814

MERCHANT ID: XXXXXXXX80118830

DEVICE ID: 7909

Item: 004 MC SALE / SWIPE

Acct: XXXXXXXXXX

INVOICE: 0004

SERVER ID: 1

SALE \$ 9.94

TOTAL \$ 9.94

I AGREE TO PAY ABOVE AMOUNT ACCORDING
TO CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF RETURN)

THANK YOU

DATE: 12/08/09 TIME: 13:56

RESP: AUTH/TKT 13561Z

TID: MCHAFNIK1208 ACI:

BOTTOM COPY-CUSTOMER

Date 12/8 Time 9:30 Amount 37⁰⁰
From St Francisco SFO
Driver _____ Cab # _____

S.F. AMERICAN TAXICAB (415) 614-2000

\$2.00 OFF METER RATES FOR FARES OVER
\$20.00 WITH RESERVATION ONLY.
NOT VALID WITH OTHER DISCOUNTS.
PRICES SUBJECT TO CHANGE ANYTIME.